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**NADTA REGIONAL EVENT PROPOSAL**

1. **Date of Proposal**:
2. **Name of individual filling out proposal**:
3. **Co-Sponsorship person or institution:**
4. **Title of Weekend Workshop:**
5. **Day and Date of Event:**
6. **Workshop Location** (please be specific with location):
7. **Workshop Time**:
8. **Number of attendees anticipated:**
9. **Name and Contact information (**phone number and email address for each member of the planning committee) Please add members, if needed.
10. **Main Contact/Coordinator**:
* **Member**:
* **Member**:
* **Member**:
* **Member**:
1. **Focus –** In 50-100 words, please describe the focus of the workshop and the benefits to attendees. Use back of page if needed.
2. **Offering CE’s or CEU’s? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **List Workshop Objectives** acceptable by NBCC or CCPA standards (see NBCC guidebook or CCPA website information referenced in Regional Manual if needed):
4. **Presenter Credentials –** For each presenter, please provide information about their credentials and what they will discuss/present during their workshop. Workshops should have minimum 2-4 presenters, but symposiums may invite more. Workshops can be comprised of panel and co-presenters, etc. Feel free to add info on another sheet.
* **Speaker 1**:
* **Speaker 2**:
* **Speaker 3**:
* **Speaker 4**:
* **Keynote (if event will have):**
1. **Monetary Considerations** – Grants will be awarded depending on various criteria administered by your regional representative. Request only what you need for planning the workshop/symposium/event large or small. The event organizer may be granted a $100.00 personal stipend for coordinating everything.
2. **Expenses:** Grants should be utilized for rental space, insurance of the space, compensation for presenters, promotions, copying, refreshments and travel stipends for local presenters. Not all presenters require payment for events. Maximum 30% of the grant may be used for those who want compensation. In addition, please ensure to save all invoices and receipts during your planning. After the event, please submit these items with the reimbursement sheet provided in the regional manual via email to your regional rep and the NADTA office and/or send materials to:

 **NADTA Office, 230 Washington Avenue Extension, Suite 101**

 **Albany, New York 12203**

**NADTA REGIONAL EVENT BUDGET PROPOSAL**

Please follow regional manual guidelines when filling out the budget proposal so that the regional representative can best expedite your needs as they consider your requests. In this next step, you, the event coordinator (s) will have gathered information about site costs, other event costs (perhaps reserved the site). Then, fill out this request form before making any deposits. Email regional rep and NADTA office.

**A. Are you requesting money for an NADTA sponsored regional event?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. If so, then when do you need the funds? Please provide date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Will you be requesting payment direct to the source from the NADTA office? By credit card (allow 72 hours) Item(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact & info for payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date due\_\_\_\_\_\_\_\_\_\_\_\_\_\*

**C. For Review and Approval. Please submit copy of sample site contract/invoice to regional rep and NADTA office. Board officers will review requests.**

1. Will you be requesting payment direct to the source from the NADTA office? By check (allow 3 weeks) Item(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact & info for payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

**D. For Review and Approval. Please submit copy of other sample contracts/invoices needed for event to regional rep and NADTA office. Board officers will review requests.**

**Total Budget for Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

Please submit budget with request for funding. Per Regional Manual suggestions, recruit volunteers for all aspects of proposed event as necessary. Involve students and other CAT and social science, theatre arts professionals as well. Meet with necessary parties to discuss any needed changes in room configuration, rules regarding facility usage, provided A/V equipment, table, chairs, and contract deposits, refunds and clean-up. Please note, you will be responsible for this but the NADTA will be represented by your actions and this event that will serve the community.

 Please use the Regional manual as your guide to coordinate your itinerary and event day. Submit final receipts for reimbursements (expect 2-4 week processing). Send thank you notes from you, personally and the NADTA to anyone who helped—including volunteers. Make certain all contractor/vendors have received payment. Coordinate an evaluation meeting for all interested parties if possible. Read the workshop evals to learn from the event production. If offering CE’s or CEU’s, follow up with NBCC or CCPA protocol and send certificates. **Once you have been budgeted. Enjoy the process and your accomplishments! Document your event through social media!**

**EVENT BUDGET WORKSHEET**

1. **INCOME**

**Budget**  **Actual**  **Source**

$ $ NADTA (via your Regional Rep)

$ $ Co-Sponsorships\_\_\_\_\_\_

$ $ Registrations\_\_\_\_\_\_\_\_\_

$ $ Other (i.e program or event table ad sales)

**TOTAL INCOME:**

1. **ONSITE/PROGRAM** **EXPENSES**

 **Budget**  **Actual** **Source**

 $ $ Contracted Presenters (fee?)

$ $ Travel (stipend to presenters)

$ $ Food/beverages

$ $ Activity Supplies\_\_\_\_\_\_

$ $ Prizes (door raffle); Presenter gift

$ $ Other ($100.00 stipend for event organizer?)

**TOTAL FOR ONSITE PROGRAM:**

1. **OPERATIONS/PRODUCTION EXPENSES**

 **Budget** **Actual** **Source**

 $ $ Facility Rental

 $ $ A/V Equipment (sound, projector)

 $ $ Other Rentals/Equipment (projector screen, podium, etc)

 $ $ Tech Support/Staff/Security (if required)

 $ $ Decorations (8-10 ft.table cloths purchase or rental; posters)

$ $ Same day Event Insurance (info in Regional manual)

$ $ Other \_\_\_\_\_\_

**TOTAL FOR OPERATIONS/PRODUCTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PUBLICITY**

 **Budget Actual Source**

$ $ Flyers/Posters

$ $ Tables (8-10 ft; Podium; Projector table) & Chairs

$ $ Banners, tabletop ads, direction/NADTA logo signage

$ $ Other printing costs (flyers, programs, CE sign-ins, session evals)

$ $ Ads/Publicity

$ $ Other (volunteers, assistance)

**TOTAL FOR PUBLICITY:**